

JOB DESCRIPTION

DEPARTMENT: Mayor
POSITION: Office Assistant
CATEGORY: Regular Part-Time; Hourly
(25 hours/wk.; M-F 9:30 a.m. – 3:30 p.m.)
DATE: August, 2010

SCOPE:

Manages the Mayor's suite reception area by greeting guests, assisting the public, answering incoming calls and performing general administrative duties.

ESSENTIAL JOB FUNCTIONS AND DUTIES

1. Answers City Hall's main telephone line(s) and addresses questions, complaints, and comments in a professional, courteous, and helpful manner.
2. Assists the public by answering inquiries and directing them to the appropriate person and/or department.
3. Sorts incoming mail from the post office for City Hall.
4. Schedules meeting rooms and maintains the electronic calendar to ensure meeting locations are reserved with no overlap.
5. Performs a variety of administrative and office support activities for the efficient operation of the Assistant to the Mayor and the Human Resources Director.
6. Provides back-up to the Administrative Assistant to the Mayor during absences.
7. Orders office supplies for the Mayor's office.
8. Assists with special events planning.
9. Update the City's website as needed.
10. Performs other related duties as required.

MINIMUM QUALIFICATIONS

1. H.S. Diploma or equivalent.
2. Thorough knowledge of Microsoft Office software and the Internet.
3. Excellent communication abilities are essential.
4. Previous experience working in an office setting environment.

DESIRED QUALIFICATIONS

1. Some college coursework, preferably in Business Administration.
2. Web development experience.
3. Knowledge of the community and government functions.

WORKING ENVIRONMENT

1. Incumbent spends 100% of the time in an office environment. Most of that time is spent seated for extended periods of time. Incumbent is required to do occasional light lifting. Finger dexterity required, communication skills using the spoken word, ability to see within normal parameters, ability to hear within normal range, ability to move about.
2. Casual and professional dress for office work.

POSITION POSTED 8-2-10; ACCEPTING APPLICATIONS UNTIL POSITION IS FILLED.